

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Maintenance Supervisor		
TITLE CODE: 5001	SERIES: Janitorial	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$11.40-\$14.18 GRADE: 14 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: The Director or other appropriate staff		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for coordinating and supervising the work of employees in the general maintenance and upkeep of buildings, grounds and equipment. Responsible for maintaining electrical, plumbing, mechanical and related systems. Performs the work of employees and other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School Diploma or GED and eighteen (18) months of education and training beyond high school level in general maintenance and repair or a closely related area

OR

Two years experience in general maintenance of other maintenance responsibilities that would include the ability to recognize electrical, plumbing and mechanical malfunctions or equipment failures.

EXPERIENCE:

SUBSTITUTION CLAUSE:

EDUCATION: None

EXPERIENCE: Formal training in related fields will substitute on a year-for-year basis.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Assigns the work of maintenance employees; Inspects work for completeness; Determines material, equipment, and supplies to be used; Transfers equipment and personnel from one project to another as necessary; Keeps time cards and other routine records; Coordinates or installs, inspects, repairs and maintains the electrical, plumbing, mechanical and other related systems in all health department locations; Coordinates or inspects, operates and maintains the heating, cooling and ventilation systems in all health department locations; Does general repairs such as painting, patching walls, security hardware, hanging shelves and landscaping; Coordinates renovations of existing facilities and the construction of new facilities; Coordinates and inspects major contract work on the electrical, plumbing, mechanical and other related systems in all health department locations and Possession of a current and valid motor vehicle operator's license. Has direct supervision responsibilities.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in clinic or outdoor settings.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 11/08/95

DATE OF LAST REVISION: 09/22/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

